

SECRET

13 FEB 1969

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support

**SUBJECT : Federal Personnel Manual System
Letter No. 736**

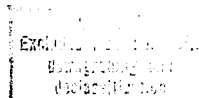
1. This memorandum suggests action on the part of the Executive Director-Comptroller; this action is contained in paragraph 6.

2. The Chairman of the Civil Service Commission recently issued uniform minimum criteria under Federal Personnel Manual System Letter No. 736 to be used by all agencies which conduct full field investigations of employees and applicants for appointment to critical-sensitive positions in the competitive service.

3. There has been a substantial degree of uniformity in the past, but this is the first time Government-wide standards have been issued. The criteria also includes the use of the polygraph relative to agencies and parts of agencies which have intelligence or counterintelligence missions directly affecting the national security and approaching in sensitivity the mission of CIA.

4. Although the Agency has been specifically exempted from the manual, it is the desire of the Agency, as in the past, to follow the Civil Service Commission procedures as closely as possible.

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5. We feel that the first step in implementing this policy which is substantially directed against the invasion of privacy is a memorandum, such as the attached, from you to the Director of Security outlining your concern.

6. Accordingly, it is recommended that the attached memorandum be approved with your signature.



Howard J. Osborn
Director of Security

25X1A

Att

CONCURRENCE:

R. L. Bannerman
Deputy Director
for Support

Date

The recommendation contained in paragraph 6 is approved.

L. K. White
Executive Director-Comptroller

Date

Distribution:

Orig. - Return to OS

1 - ER

2 - DDS

1 - D/Security

1 - EPD File

1 - EPD Chrono

25X1A

SECRET

MEMORANDUM FOR: Director of Security

SUBJECT : CIA Investigative and Polygraph Program

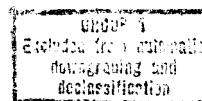
1. With the publication of Federal Personnel Manual Letter 736, the Chairman, Civil Service Commission, announced a set of Government-wide standards applicable to the conduct of full field investigations and the use of the polygraph in the competitive service and expressed the hope that equivalent standards would be adopted by agencies in the excepted service.

2. Your Office is requested to establish written criteria for polygraph and investigations which will ensure an effective personnel security program but still guarantee to the extent possible our applicants and employees the same protection against invasion of privacy as provided members of the competitive service.

3. Further you are to ensure that the part of the polygraph program supporting the Clandestine Services guarantees such rights against invasion of privacy as operational considerations may permit.

4. Accordingly, I look to you as the officer responsible to undertake a detailed review of the polygraph and investigative programs of the Agency and to revise them where necessary to comply with the spirit of the CSC letter. This is to be followed by the preparation of regulations, directives, or other regulatory material necessary to record Agency policy on each of the topics on which the CSC requires directives in the competitive service.

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5. I shall look to your Office to monitor polygraph operations and investigations to prevent abuses or unwarranted invasions of privacy and to report to me at least once a year on this matter.

L. K. White

Executive Director-Comptroller

Distribution:

Orig. & 1 - Adse.
1 - ExDir-Compt
1 - ER
2 - DDS

1 - EPD File
1 - EPD Chrono

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UNCLASSIFIED	CONFIDENTIAL	SECRET
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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	C/EPD	2/11/69	P
2	C/Executive Staff	11 FEB 1969	hst
3	D/Security	12 FEB 1969	H
4	DD/Sec	2/13	SA
5	File		
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

25X1A FOLD HERE TO RETURN TO SENDER		
FROM	ADDRESS AND PHONE NO.	DATE
4E58, x5961	SA/EPD	2/10/69
UNCLASSIFIED	CONFIDENTIAL	SECRET

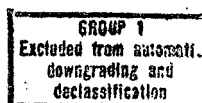
SECRET

25 NOV 1968

Executive Director - Comptroller

MEMORANDUM FOR: ~~Director of Central Intelligence~~
THROUGH : Deputy Director for Support
SUBJECT : Federal Personnel Manual System
Letter No. 736

1. This memorandum suggests action on the part of the *Executive Director*
~~DGI~~; this action is contained in paragraph 6.
2. The Chairman of the Civil Service Commission recently issued uniform minimum criteria under Federal Personnel Manual System Letter No. 736 to be used by all agencies which conduct full field investigations of employees and applicants for appointment to critical-sensitive positions in the competitive service.
3. There has been a substantial degree of uniformity in the past, but this is the first time Government-wide standards have been issued. The criteria also includes the use of the paragraph relative to agencies and parts of agencies which have intelligence or counterintelligence missions directly affecting the national security and approaching in sensitivity the mission of CIA.
4. Although the Agency has been specifically exempted from the manual, it is the desire of the Agency, as in the past, to follow the Civil Service Commission procedures as closely as possible.
5. We feel that the first step in implementing this policy which is substantially directed against the invasion of privacy is a memorandum, such as the attached, from you to the Director of Security outlining your concern.

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SECRET

6. Accordingly, it is recommended that the attached memorandum be approved with your signature.



Howard S. Osborn
Director of Security

25X1A

Att

CONCURRENCES:

R. L. Bannerman
Deputy Director
for Support

Date

L. K. White
Executive Director - Comptroller

Date

The recommendation contained in paragraph 6 is approved.

~~Richard Helms~~
~~Director~~

Date

~~Executive Director - Comptroller~~
Distribution:

Orig. - Return to OS

1 - ~~DDCI~~

1 - ER

2 - DDS

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Approved For Release

INTERNAL
USE ONLY

2002/05/02 : CIA-RDP83B00824R000100150019-1

CONFIDENTIAL

100150019-1



SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Federal Personnel Manual System

FROM:

Director of Security
Room 4E-60

EXTENSION

6777

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDS

2.

Ex. Dir. - Comptroller

3.

DCI

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM
3-62

610

USE PREVIOUS
EDITIONS

Approved For Release

SECRET



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UNCLASSIFIED

UNCLASSIFIED CONFIDENTIAL SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	D/S	6 FEB 1969	
2	DD/Sec.		
3			
4			
5			
6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks: OZ

Any additional guidance
from RLB on revision?
No. per D/S

Retype

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Executive Officer	5 Feb

6 FEB 1969

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UNCLASSIFIED	CONFIDENTIAL	X	SECRET
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**CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Security 4E60 HQS		
2			
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Oz:

Per our telephone conversation today please review the attached papers and put on a current date basis. May I suggest that the correspondence be addressed to and prepared for the signature of the Executive Director rather than the Director.

Many thanks.

25X1A

K. L. Bannerman

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FROM: NAME, ADDRESS AND PHONE NO.	DATE
Deputy Director for Support 7D26 HQS x-5454	2/5/69

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